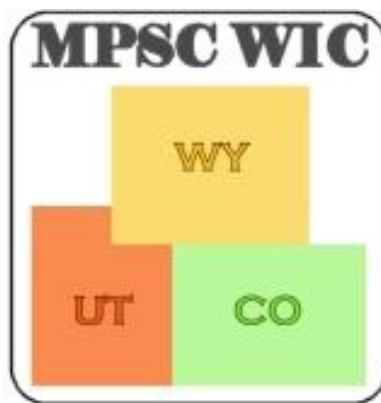# Mountain Plains States Consortium
# WIC System Project

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# DDI DELIVERABLE #07

# SYSTEM ADMINISTRATION REPORTS DFDD

# (DETAILED FUNCTIONAL DESIGN DOCUMENT)

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*Presented to:*



**Revision Date: December 21, 2007**

*Prepared by*



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CO Contract #WIC0601052
CIBER Project #CODPH00201

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# Document Revisions

| Revision Date | Updated By | Requested By | Description of Revision |
|---|---|---|---|
| 8/23/07 | CIBER | MPSC | Revision Version |
| 11/30/07 | CIBER | MPSC | Final Version |
| 12/21/07 | CIBER | MPSC | Updated Final Version |

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# Table of Contents

# 1    Introduction

This reports DFDD contains the reports related to the System Administration functional area.  The following set of reports represents existing reports from the transfer system as well as new reports requested during the MPSC project's design phase.

# 2    Code Table Report

**Description**          The Code Table Report lists all values in the code tables.  This report is generally requested by the System Administrator as needed to verify code table values.

**Data Updated**     Monthly

**Parameters**         None

**Record Selection**        All active code types and active codes.

**Print Columns**      Code Type Short Description
Assigned Code
Code Long Description
Code Display Sequence Number
Code Status
Code Last Update
Code Modified By

**Sort Order**          Code Type Short Description, Code Display Sequence Number

**Total / Count Columns**        None

**State Totals**        No

**Primary Group (page break)**        None

**Additional Group By**       None

Data Effective: 3/1/2007                          **Code Table Report**                    Print Date: 3/8/2007
                                                     February 2007

| Code Type Short Description | Assiged Code | Code Long Description | Code Display Sequence Number | Code Status | Code Last Update | Code Modified By |
|---|---|---|---|---|---|---|
| BreastPumpRsnCD | PI | Premature infant unable to nurse | 1 | A | 7/5/2006 13:38 | user1 |
| BreastPumpRsnCD | SICK | Infant/mother too sick to nurse | 2 | A | 7/5/2006 13:38 | user1 |
| BreastPumpRsnCD | WORK | Going back to school or work | 3 | A | 7/5/2006 13:38 | user1 |
| BreastPumpRsnCD | FP | Cleft lip/palate or feeding problems | 4 | A | 7/5/2006 13:38 | user1 |
| BreastPumpRsnCD | Med | Medication that is contraindicated | 5 | A | 7/5/2006 13:38 | user1 |
| BreastPumpRsnCD | MULT | Multiples | 6 | A | 7/5/2006 13:38 | user1 |
| BreastPumpRsnCD | OTHR | Other | 7 | A | 7/5/2006 13:38 | user1 |
| Income Period | B | Bi-weekly | 1 | A | 7/5/2006 13:38 | user1 |
| Income Period | S | Semi-monthly | 2 | A | 7/5/2006 13:38 | user1 |
| Income Period | A | Annual | 3 | A | 7/5/2006 13:38 | user1 |
| Income Period | W | Weekly | 4 | A | 7/5/2006 13:38 | user1 |
| Income Period | M | Monthly | 5 | A | 7/5/2006 13:38 | user1 |
| Job Title | A | State SA | 7 | A | 7/5/2006 13:38 | user1 |
| Job Title | B | LA SA | 8 | A | 7/5/2006 13:38 | user1 |
| Job Title | C | Support Staff | 9 | A | 7/5/2006 13:38 | user1 |
| Job Title | D | Scheduler | 10 | A | 7/5/2006 13:38 | user1 |
| Job Title | E | CPA | 11 | A | 7/5/2006 13:38 | user1 |
| Job Title | F | Non CPA | 12 | A | 7/5/2006 13:38 | user1 |
| Job Title | G | State Support | 13 | A | 7/5/2006 13:38 | user1 |
| Peer Group Store Type | GROC | Grocery | 1 | A | 7/5/2006 13:38 | user1 |
| Peer Group Store Type | SPEC | Special | 2 | A | 7/5/2006 13:38 | user1 |
| Peer Group Store Type | UNKN | Unknown | 3 | A | 7/5/2006 13:38 | user1 |

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Page 1 of 1                                                                    Rev: 2/25/2006

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# 3    Farmers' Market Reports

## 3.1    FMNP Check Activity Report

**Description**          Provide number and value of checks distributed, voided, lost/stolen or not distributed. the percent difference between issued and redeemed, and number of checks voided. Would look at this information by Local Agency.

**Data Updated**         Monthly

**Parameters**           Local Agency

**Record Selection /**   Select all FMNP checks along with the dollar amount and status of
**Filtering /**          each check (distributed, not distributed, voided, lost/stolen).
**Calculations**

**Print Columns**
                         Agency, # Checks Issued, $ Amount Issued, # Checks Voided, # Lost/Stolen, Not Distributed columns:  Starting Check #, Ending Check #, # of Checks, # of Books.

**Sort Order**
                         Local Agency

**Total / Count**
**Columns**              Local Agency

**State Totals**
                         Yes

**Primary Group**
**(page break)**         Local Agency

**Additional Group**
**By**

**Developer Notes**

FMNP checks issued = count of FMCheckBookDetail.CheckNr associated with a participant.

Amount issued = Count issued * FMGrowingSeason.PricePerCheckAmt

FMNP checks voided = count of FMCheckBookDetail.VoidIn set to "Yes"

FMNP checks lost/stolen = count of FMCheckBookDetail.LostStolenIn set to "Yes"

Not distributed:  Starting check # = FMAgencyGrowingSeasonDetail.StartingCouponNr

Not distributed:  Ending check # = FMAgencyGrowingSeasonDetail.EndingCouponNr

Not distributed # of checks = FMAgencyGrowingSeasonDetail.EndingCouponNr minus FMAgencyGrowingSeasonDetail.StartingCouponNr

Allow for multiple ranges of not distributed checks.

Not distributed:  # of books = count of FMAgencyGrowingSeasonHeader .ShippedBooksNr not associated with a participant

## FMNP Check Activity Report

Data Effective Date:    8/1/2007                                                                    Print Date:    8/21/2007

| Agency | #Checks Issued | $ Amount Issued | # Checks Voided | # Checks Lost/Stolen | ---------- N O T D I S T R I B U T E D ---------- | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | Starting Check # | Ending Check # | # of Checks | # of Books |
| 31 - Broadlawns WIC Office, River Plaza | | | | | | | | |
| | 71414 | 142828.00 | 319 | 129 | 118215 | 118228 | 14 | 1 |
| | | | | | 152109 | 152122 | 14 | 1 |
| | | | | | 154055 | 154124 | 70 | 5 |
| | | | | | 154167 | 167200 | 13034 | 931 |
| | | | | | 178191 | 178204 | 14 | 1 |
| | | | | | 179969 | 179982 | 14 | 1 |
| | | | | | 184519 | 185638 | 1120 | 80 |
| | | | | | 185681 | 188214 | 2534 | 181 |
| | | | | | 188229 | 192400 | 4172 | 298 |

Page    1   of   1                         FMNP Check Activity Report Last Modified: 4/25/2007

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## 3.2    FMNP Not Scheduled Report

**Description**          List of all participants flagged as FMNP-Eligible that do not have an appointment scheduled so that these participants can be called and scheduled to come in for their checks.

**Data Updated**         Weekly

**Parameters**           LA / Clinic

**Record Selection / Filtering / Calculations**    All FMNP-eligible participants that do not have an appointment scheduled.  Select FMNP-eligible participants who are active at the time of update (usually May).

**Print Columns**        Agency header, Clinic header, Endorser Name, Participant Name, Family ID, Home Phone, Alternate Phone

**Sort Order**           Local Agency, Clinic, Alphabetic by Endorser Name

**Total / Count Columns**    Endorser Name (e.g. total people)

**State Totals**         Yes

**Primary Group (page break)**    Local Agency, Clinic

**Additional Group By**    N/A

**Developer Notes**      Data is compiled weekly for the current growing season and contains any non terminated participant who is eligible for Farmers' Market that has not already received or declined checks and does not have an appointment scheduled during the remainder of the growing season.

FMNP eligible = Participant.FMEligibleIN set to "Yes"

Active = WIC Status = Active

Appointment scheduled = Appointment.StartTime

Received = participant has a FMCheckBook.FirstCheckNr for the current growing season

Declined = FMCheckBook.DeclinedIn

Growing Season = FMGrowingSeason.SeasonStartDate through FMGrowingSeason.SeasonEndDt

Display Endorser as FamilyMember.FirstName + FamilyMember.MiddleName + FamilyMember.LastName + FamilyMember.LastNameSuffix when

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FamilyMember.ParentGuardianIn = "Y"

Display Participant Name as FamilyMember.FirstName + FamilyMember.MiddleName + FamilyMember.LastName + FamilyMember.LastNameSuffix.

Family ID = BenefitFamily.FFFamilyID

Home Phone = BenefitFamily.HomePhoneAreaCd +

BenefitFamily.HomePhoneNr, Display as (999) 999-9999

Note:  If BenefitFamily.DoNotCallIn = Yes, then display "Do Not Call" instead of the phone number.

Alternate Phone = BenefitFamily.AltPhoneAreaCd

BenefitFamily.AltPhoneNr, Display as (999) 999-9999

## FMNP Not Scheduled Report

| Data Effective Date: 10/29/2007 | | | | Print Date: | 10/30/2007 |
|---|---|---|---|---|---|
| **Agency** | **Endorser Name** | **Participant Name** | **Family ID** | **Home Phone** | **Alternate Phone** |
| **Clinic** | | | | | |
| 31 - Broadlawns WIC Office, River Plaza | | | | | Agency Total: 1639 |
| 1 - River Plaza | | | | | Clinic Total: 1639 |
| | Abarca, Kassandra | Abarca, Daniel | 44245 | (515) - 288-3799 | |
| | Abdalla, Elham | Farag, Ezeldin | 37925 | (515) - 279-2726 | |
| | | Abdalla, Elham | 37925 | (515) - 279-2726 | |
| | Abdallah, Sajma | Abdallah, Firdous | 817 | (515) - 867-7492 | (515) - 779-7057 |
| | | Abdallah, Amar | 817 | (515) - 867-7492 | (515) - 779-7057 |
| | Aboytes, Elvira | Aboytes, Alessandro | 20143 | (515) - 270-1703 | |
| | Acosta, Juana | Torres, Michelle | 41219 | (515) - 953-6286 | |
| | | Torres-Acosta, Daisy | 41219 | (515) - 953-6286 | |
| | Acuil, Ayen | Agoth, Agoth | 11050 | (515) - 225-6002 | |
| | | Agoth, Anok | 11050 | (515) - 225-6002 | |
| | Acuoth, Mary | Acuoth, Mary | 29980 | (515) - 986-0944 | |
| | | Mayom, Anyaar | 29980 | (515) - 986-0944 | |
| | Adame, Janeth | Ramirez-Adame, Jocelyn | 36010 | (515) - 263-2682 | |
| | | Ramirez-Adame, Jacqueline | 36010 | (515) - 263-2682 | |
| | Adams, Margo | Adams, Khristina | 20058 | (515) - 244-0383 | |
| | Adams, Jen And Kevin | Adams, Abagail | 46119 | (515) - 953-4952 | |
| | Adams, April | Masker, Devin | 28864 | (515) - 285-2785 | |
| | Adoobe, Charity | Adoobe, Barifodum | 11767 | (515) - 274-1322 | |
| | Agee, Angela | Cain, Connor | 32406 | (515) - 250-1776 | |
| | | Cain, Aidan | 32406 | (515) - 250-1776 | |
| | Agoik, Rayana | Achwiel, Anjlena | 51518 | (515) - 727-2144 | |

Page 1 of 59          FMNP Not Scheduled Report Last Modified: 4/16/2007

## 3.3    FMNP Refusal Report

**Description**　　Provide number and percent of FMNP eligible WIC participants who decline FMNP benefits by reason

**Data Updated**　　Monthly

**Parameters**　　Local Agency

**Record Selection / Filtering / Calculations**　　All FMNP-eligible participants including declined reason code.

**Print Columns**　　Local Agency, Clinic, Declined Reason, # Declined,  % Declined

% Declined = # Declined / Total FMNP eligible * 100

**Sort Order**　　Local Agency, Declined Reason

**Total / Count Columns**　　Summary by Local Agency

**State Totals**　　Yes

**Primary Group (page break)**　　Local Agency

**Additional Group By**　　Declined Reason

**Developer Notes**　　Data is compiled monthly for the current growing season.  It includes any participant who has declined participation in the Farmers' Market program.

Note:  The current growing season is assumed.

FMNP eligible = Participant.FMEligibleIN set to "Yes"

Declined = FMCheckBook.DeclinedIn set to "Yes"

Growing Season = FMGrowingSeason.SeasonStartDate through FMGrowingSeason.SeasonEndDt

# FMNP Refusal Report

Data Effective Date:      4/2/2007                        Print Date:       4/25/2007

| State Totals | Declined Reason | # Declined | % Declined |
|---|---|---|---|
| | Do not want | 788 | 2.16 % |
| | Don't eat fruits and vegetables | 27 | 0.17 % |
| | Don't like location of market | 44 | 0.37 % |
| | Family receiving other FM checks | 27 | 0.28 % |
| | Hours of market | 44 | 0.26 % |
| | Inconvenient | 52 | 0.26 % |
| | No Transport | 19 | 0.19 % |
| | Grow own, wouldn't use more | 98 | 0.46 % |
| | Don't know how to use fruits and vegetables | 1 | 0.08 % |
| | Poor selection in past | 4 | 0.32 % |

Page    1  of  22          FMNP Refusal Report Last Modified: 4/11/2007

## 3.4 FMNP Check Redemption Report

| | |
|---|---|
| **Description** | Provide number and value of redeemed by vendor (number only). This is a cumulative report by fiscal year. |
| **Data Updated** | Monthly |
| **Parameters** | Growing Season |
| **Record Selection / Filtering / Calculations** | All FMNP checks redeemed along with the vendor ID. |
| **Print Columns** | Vendor ID, #Checks Redeemed, Total Redemption Amount |
| **Sort Order** | Vendor ID |
| **Total / Count Columns** | No |
| **State Totals** | Yes |
| **Primary Group (page break)** | Vendor ID |
| **Additional Group By** | N/A |
| **Developer Notes** | Data is rebuilt monthly for the current growing season based on the check book detail. |

Vendor ID = FMCheckbookDetai.FMVendorID

\# Checks Redeemed = Count of FMNP checks with FMCheckBookDetail.RedemptionDt for a specific Vendor

Total Amount Redeemed = # Checks Redeemed * FMGrowingSeason.PricePerCheckAmt

# FMNP Check Redemption Report
## 2006

Data Effective Date:    10/1/2007                                    Print Date:    10/30/2007

| | # Checks Redeemed | Total Amount Redeemed |
|---|---|---|
| **State Totals** | 292,276 | $584,551.00 |
| **Vendor ID** | **# Checks Redeemed** | **Total Amount Redeemed** |
| 3 | 13,092 | $26,184.00 |
| 4 | 148 | $296.00 |
| 5 | 15 | $30.00 |
| 6 | 2,389 | $4,778.00 |
| 8 | 1,877 | $3,754.00 |
| 11 | 1,071 | $2,142.00 |
| 12 | 07 | $14.00 |
| 13 | 435 | $870.00 |
| 14 | 1,253 | $2,506.00 |
| 17 | 1,872 | $3,744.00 |
| 18 | 03 | $6.00 |
| 19 | 03 | $6.00 |
| 20 | 2,748 | $5,496.00 |
| 22 | 2,161 | $4,322.00 |
| 24 | 175 | $350.00 |
| 25 | 324 | $648.00 |
| 26 | 78 | $156.00 |
| 28 | 1,050 | $2,100.00 |
| 29 | 2,460 | $4,920.00 |
| 31 | 391 | $782.00 |
| 32 | 02 | $4.00 |
| 33 | 365 | $730.00 |
| 35 | 22 | $44.00 |
| 36 | 07 | $14.00 |

Page 1 of 21                                    FMNP Check Redemption Report Last Modified: 4/11/2007

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## 3.5 FMNP Distributed Check Report

**Description**  This report is a list of Participants and the check range they received by Agency.  This is a cumulative report by fiscal year.

**Data Updated**  Monthly

**Parameters**  Agency

**Record Selection / Filtering / Calculations**  All FMNP-eligible participants who received FMNP checks and the check numbers received.  Participants should be listed regardless of WIC Status.

**Print Columns**  Agency, Clinic, Person ID, Participant Name, Starting Check#, Ending Check #.

**Sort Order**  Local Agency, Check Range

**Total / Count Columns**  Total Number of Participants by Local Agency and State

**State Totals**  Yes

**Primary Group (page break)**  Local Agency

**Additional Group By**  N/A

**Developer Notes**  Data is recompiled monthly for the current growing season based on the information in the check book table.

    Note:  The current Growing Season is assumed.

    FMNP eligible = Participant.FMEligibleIN set to "Yes"

    Received = participant has a FMCheckBook.FirstCheckNr for the current growing season

    Growing Season = FMGrowingSeason.SeasonStartDate through FMGrowingSeason.SeasonEndDt

    Person ID = FamilyMember.FFMemberID

    Display Participant Name as FamilyMember.FirstName + FamilyMember.MiddleName + FamilyMember.LastName + FamilyMember.LastNameSuffix.

    Starting Check # = FMCheckBook.FirstCheckNr

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Ending Check # = FMCheckBook.LastCheckNr

\

Data Effective Date: 2/28/2007                                  Print Date: 4/25/2007

## FMNP Distributed Check Report

| Agency | Person ID | Participant Name | Starting Check # | Ending Check # |
|---|---|---|---|---|
| 31 - Broadlawns WIC Office, River Plaza | | | | Agency Total: 5099 |
| | 1133111 | Dantril Tapp | 100001 | 100014 |
| | 215215 | Cecilia Martinez | 100015 | 100028 |
| | 654654 | Kyle B. Higgins | 100029 | 100042 |
| | 7894856 | Thelma Amaya | 100043 | 100056 |
| | 741741 | Nathan Sawyer | 100057 | 100070 |
| | 358745 | Nona Lee | 100071 | 100084 |
| | 4158745 | Valerie Reed | 100085 | 100098 |

## 3.6     Estimated Eligible Participants for FMNP Report

**Description**      Report is run prior to the growing season to determine which participant categories can be served with the funds received.  It can be run again to assist in preparing the State Plan for the next year to request funds. Report should list number of participants eligible and number of participants actually served.

**Data Updated**    Monthly

**Parameters**      County

**Record Selection / Filtering / Calculations**     All FMNP-eligible participants regardless of status. Only report infants that are 6 months and older at the time the report is ran.  This is based off of active participants.  Print report for the most recent Farmers Market Growing Season.

**Print Columns**   County, Local Agency, Clinic, Pregnant Eligible, Pregnant Served, Breastfeeding Eligible, Breastfeeding Served, Not-Breastfeeding Eligible, Not-Breastfeeding Served, Infant Eligible, Infant Served, Child Eligible, Child Served, Total Participants Eligible, Total Participants Served

**Sort Order**      County, Local Agency, Clinic

**Total / Count Columns**     County, Local Agency

**State Totals**    Yes

| | |
|---|---|
| **Primary Group (page break)** | County |
| **Additional Group By** | Local Agency |
| **Developer Notes** | Data is scheduled to be compiled monthly for the current growing season.  Totals for spring report are based only on whether they are eligible to participate.  Totals for the end of season report are based on those that actually received benefits. |

- The current Growing Season is assumed.
- Participants that declined are not counted as served.

FMNP eligible = Participant.FMEligibleIN set to "Yes"

Served = participant has a FMCheckBook.FirstCheckNr for the current growing season

## FMNP Estimated Eligible Participants Report

Data Effective Date:      4/12/2007                                                          Print Date:      4/25/2007

| State Totals | Pregnant | | Breastfeeding | | Non - Breastfeeding | | Child | | Infant | | Total Participants | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Eligible | Served | Eligible | Served | Eligible | Served | Eligible | Served | Eligible | Served | Eligible | Served |
| | 1349 | 848 | 3422 | 2944 | 9797 | 8310 | 31644 | 26055 | 0 | 0 | 46212 | 38157 |

| Black Hawk | 593 | 346 | 1565 | 1332 | 4293 | 3581 | 13954 | 11485 | 0 | 0 | 20405 | 16744 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Pregnant | | Breastfeeding | | Non - Breastfeeding | | Child | | Infant | | Total Participants | |
| | Eligible | Served | Eligible | Served | Eligible | Served | Eligible | Served | Eligible | Served | Eligible | Served |
| 43 - Operation Threshold | 593 | 346 | 1565 | 1332 | 4293 | 3581 | 13954 | 11485 | 0 | 0 | 20405 | 16744 |
| 1 - Waterloo | 57 | 33 | 153 | 359 | 418 | 359 | 1646 | 1450 | 0 | 0 | 2274 | 1967 |
| 14 - Vinton | 5 | 2 | 12 | 43 | 49 | 43 | 165 | 136 | 0 | 0 | 231 | 192 |
| 3 - Cedar Falls | 9 | 6 | 18 | 21 | 27 | 21 | 134 | 106 | 0 | 0 | 188 | 148 |
| 5 - Grundy Center | 1 | 1 | 0 | 2 | 3 | 2 | 7 | 5 | 0 | 0 | 11 | 8 |
| 6 - Independence | 5 | 3 | 21 | 47 | 59 | 47 | 177 | 123 | 0 | 0 | 262 | 185 |
| 7 - Waverly | 4 | 4 | 19 | 35 | 41 | 35 | 138 | 111 | 0 | 0 | 202 | 164 |
| 8 - New Hampton | 0 | 0 | 1 | 1 | 1 | 1 | 8 | 7 | 0 | 0 | 10 | 8 |
| 9 - Waterloo - Allen's | 46 | 20 | 72 | 210 | 239 | 210 | 213 | 177 | 0 | 0 | 570 | 473 |

Page   1  of  1          FMNP Estimated Eligible Participants Report Last Modified: 04/12/2007